



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

November 18, 2014

Laura Castell &  
Brenda Goodwin  
208 3<sup>rd</sup> Street SW  
State Center, IA. 50247

Dear Child Care Provider,

This letter is in regards to the October 8, 2014 compliance check of your Level C2, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every three years.

**A PHYSICIAN'S SIGNED STATEMENT OF HEALTH & IMMUNIZATION IS DUE ON BRENDA AND LAURA IS DUE ON THE PHYSICAL FORM.**

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

**DOCUMENTATION OF CPR AND FIRST AID ARE DUE ON BRENDA.**

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

**YOU HAVE INDICATED THAT YOU HAVE NO ASSISTANTS NOR SUBSTITUTES. YOU HOWEVER, CONTACTED SHELLY COOP TO SIT WITH CHILDREN, ASSIST WITH GETTING THEM DOWN FOR THEIR NAPS WHILE WE WENT OVER YOUR SPOT CHECKS. SHELLY APPEARS TO BE VERY GOOD WITH THE CHILDREN AND THE CHILDREN WERE MORE RESPONSIVE TO HER GUIDANCE AND DIRECTION THAN EVEN YOURS. IT WOULD APPEAR THAT YOU NEED TO GET HER AS AN APPROVED ASSISTANT AND/OR SUBSTITUTE. PLEASE CONTACT CHILD CARE REGISTRATION AT 1-866-448-4605 TO COMPLETE THIS PROCESS BEFORE YOU USE HER AGAIN IN THAT ROLL.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at 319-292-2360 if you have any questions regarding this letter.

Sincerely,

Patricia Smart  
Social Worker II

*Natalie Clapp*

Social Work Supervisor

Department of Human Services

### Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 641-650-1532.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://dhs.iowa.gov/sites/default/files/CC\\_Professional\\_Development.pdf](http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf) and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).